

**City of Sedgwick  
City Council Meeting  
June 5, 2024**

**TO: Mayor and City Council**

**SUBJECT: CDBG Proposal**

**INITIATED BY: Administration**

**AGENDA: New Business**

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**Recommendation:** Approve the quotation for professional services from Ranson Financial.

**Background:** The Department of Commerce operates the Community Development Block Grant program which provides funding for projects that help low- to moderate-income neighborhoods thrive. Projects range from sidewalks to community centers, youth job training programs, commercial rehabilitation and much more.

Identified in the city's long-term planning was the need for a new fire station to house our existing volunteer fire service and the newly established emergency medical service. Initial estimates for the station build range from \$850,000 - \$1 million. To date, the city has encumbered approximately \$250,000 in anticipation for the project. If awarded, the grant would provide an additional \$650,000.

Ranson Financial has prepared a scope of work proposal to complete the initial step in the application process, verification of income through a community survey. To qualify for the grant, the affected area must have a total LMI percentage of 51%; currently the City of Sedgwick has an LMI percentage of 33%. Ranson Financial would develop and administer the income survey to all residents within the City of Sedgwick and the Sedgwick Township, as it is part of the initial response district. Upon completion of the survey, Ranson would tabulate the results of the survey and provide the city with the documentation to be utilized on this application and any other CDBG grant application for the next five years.

If approved, the project is estimated to take approximately eight (8) weeks to complete.

**Financial Considerations:** The quotation is for a not-to-exceed amount of \$10,000. This is an unbudgeted expense.

**Recommendations/Actions:** It is recommended that the city council approve the quotation for professional services from Ranson Financial.

**Attachment:** Quotation

## CDBG DOOR TO DOOR SURVEY PROPOSAL

May 24, 2024

To Mayor and Council  
ATTN: Kyle Nordick, City Administrator  
520 N. Commercial  
Sedgwick, KS 67135

RE: Survey Tabulation – Proposed Fire Station

We are pleased to submit this proposal to provide door to door survey services for the proposed fire station to serve the First Responder Area of the City of Sedgwick and Sedgwick Township.

### Scope of Services

We agree to provide the following professional services and such other services as, in our judgment, may be necessary and advisable:

- A. To work with City Staff and City Consultant(s) in the tabulation of the door to door survey including going door to door to achieve the needed percentage in order to establish the low to moderate income percentage (LMI%)
- B. To present paperwork to the City Council for their information and possible decision to proceed with the CDBG application.
- C. Upon completion of the survey tabulation, furnish the City a copy of the submitted document.

The costs for completing the door to door survey and subsequent grant application are to be paid by the City and do not count as match to the CDBG application. Our fee for the complete survey tabulation including subsequent door to door knocking is \$110.00/Hour plus mileage and relevant expenses (i.e. photocopying, film development, etc.) with a ***not-to-exceed*** figure of \$10,000. Payment for Services will be upon submission of final tabulation to the City.

It is noted that Grant Administration is a separate contract and proper procurement procedures as set out in the program will apply. This information will be provided to the City upon completion of the survey tabulation.

This agreement shall be in force for effect for a period of one year unless terminated and shall be subject to cancellation by either party with ten (10) days' advance written notice.

This agreement is submitted in duplicate. Your acceptance will be indicated by the signature of City on both copies and by returning one executed copy to us.

Respectfully submitted,

Ranson Financial Group, LLC

***Rose Mary Saunders***

Rose Mary Saunders  
Municipal Consultant

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF SEDGWICK, KANSAS

ATTEST:

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